



Hands On
MANATEE

Hands On MANATEE!

4501 Manatee Avenue West, #202 – Bradenton, FL 34209

P: (941)761-3207

www.volunteermanatee.org



*Home of the
nation's largest
youth volunteer
initiative.*

Volunteer Request Agreement

PLEASE READ CAREFULLY:

To: Event Coordinator
From: Laura Tripp, Volunteer Coordinator
Re: Agency Volunteer Agreement

The following is our office procedure when you request volunteers from us:

- Volunteers are signed up to work your event sometimes a month or more in advance.
- Once our request for volunteers form has been received, we contact our ManaTEENS via e-mail publicizing your event and asking them to contact you directly either by phone or e-mail. **IT IS YOUR RESPONSIBILITY TO COMMUNICATE WITH THE VOLUNTEER WITH ANY SPECIAL INSTRUCTIONS YOU MIGHT HAVE.**
- In addition to the request form, we ask that you send your organization logo or a picture of the event/project from a previous year for us to post in the e-mail to volunteers. Logos/Pictures can be sent to laura@volunteermanatee.org
- Please note that when you receive your request for volunteers form we have also attached a ManaTEEN Sign-In/Out Sheet. We request that you make this form available to our ManaTEENS at the event. This is how we track and verify who volunteered and how long they worked.
- Once your event is over, we ask that you fax or e-mail the ManaTEEN Sign-In/Out Sheet back to us (Fax: 941-761-0458) so that we can credit each volunteer with work completed.
- **IT IS IMPERATIVE THAT YOU FOLLOW THESE SIMPLE INSTRUCTIONS.** If you have any questions or are unable to comply with our procedures, please let us know so that we can work out a solution.
- We strive to fill your request as promptly as possible. We have a responsibility to our outstanding volunteers to credit them with work completed. We have found that the above instructions help complete the job efficiently. This will help us to continue to serve you free of charge.



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Volunteer Request Form

Contact Information

Organization/Agency Name: _____

501(c)(3), non for profit organization Yes No

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contact Name (Volunteer Coordinator): _____

Contact Phone: _____ Contact E-mail: _____

How would you like volunteers to contact you? Phone E-mail

Event/Project Details

Name of Event/Project: _____

Description of Event: _____

Type of Event/Project Annual Episodic Ongoing

Date and Time of Event/Project: _____ to _____ from _____ to _____ A.M./P.M.

Location of Event/Project: _____

Information for Volunteers

Days and Hours when volunteers are needed: _____ to _____ from _____ to _____ A.M./P.M.

Volunteer Duties: _____

Volunteer Skills Necessary: _____ Age Limit for volunteers? Yes No

If Yes, what age(s): _____ Is training provided for volunteers? Yes No

Location for volunteer sign-in: _____

Contact for volunteers at event/project: _____ Contact phone: _____

Where will volunteers park? _____ Is parking free? Yes No

Important information for volunteers (i.e. What to wear, bring, etc.): _____

Liability

If there is a high level of "risk," will your organization assume insurance responsibility? Yes

As Volunteer Coordinator and/or Contact Person making requests for volunteers, I agree to:

- 1.) Notify Volunteers of any changes, modifications, or instructions prior to event/project/program
- 2.) Obtain Volunteer information regarding name(s), length of service, etc. (on a ManaTEEN Sign-In/Out Sheet) and I will fax it to HandsOn Manatee within 48 hours of completion of volunteer assignment.

Volunteer Coordinator Signature: _____ Date: _____

E-mail to manateens@volunteermanatee.org

To: _____ From: _____

